

OVERVIEW OF BUDGET

DEPARTMENT: HUMAN RESOURCES
DIRECTOR: MARCEL TURNER

2003-04						
	Operating Exp/ Appropriation	Revenue	Local Cost	Fund Balance	Revenue Over (Under) Exp	Staffing
Human Resources	8,460,832	3,103,566	5,357,266			125.5
Emp Hlth & Wellness	30,000	30,000	-			13.0
Unemployment Insurance	2,700,000	-	2,700,000			-
Commuter Services	589,237	301,000		288,237		3.5
Emp Benefits & Services	2,780,863	2,072,000		708,863		-
Risk Management	4,614,219	4,614,219			-	65.0
Insurance Programs	47,652,314	49,002,994			1,350,680	-
TOTAL	66,827,465	59,123,779	8,057,266	997,100	1,350,680	207.0

BUDGET UNIT: HUMAN RESOURCES (AAA HRD)

I. GENERAL PROGRAM STATEMENT

The Human Resources Department administers the county's human resources programs. This includes responsibility for employee testing, certification, and selection; employee benefits and services; employee relations; systems and program administration for a portion of the Employee Management and Compensation System (EMACS); the Equal Employment Opportunity Office; and the Commission on the Status of Women. Human Resources also shares the responsibility, through a partnership with Human Services System, for countywide organizational and employee development and the Management Leadership Academy.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	8,308,492	9,457,530	7,827,212	8,460,832
Total Revenue	3,491,462	4,283,077	2,899,380	3,103,566
Local Cost	4,817,030	5,174,453	4,927,832	5,357,266
Budgeted Staffing		129.8		125.5
<u>Workload Indicators</u>				
Applications accepted	65,012	65,000	73,500	93,000
Applicants tested	24,935	25,000	27,700	28,000

Total appropriation and total revenue for 2002-03 are estimated to be less than budget. This is due to a change in accounting whereby payments from departments for the Employee Health and Productivity (EHAP) program and the Employee Assistance Program (EAP) were recognized as abatements to services and supplies rather than revenue as budgeted. In 2003-04, these payments are correctly budgeted as reimbursements rather than revenue.

The number of applications is expected to increase due to the online application process being implemented in 2002-03, which will allow the Employment Division to begin accepting employment applications via the internet.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Included in Base Year Adjustments is the deletion of 2.0 Public Service Employee, 0.3 Staff Analyst II, and 1.0 Personnel Technician, which is a portion of the department's 30% cost reduction plan implemented. In addition, 1.0 Nurse Practitioner II is deleted because it is no longer required to administer the EHAP program.

HUMAN RESOURCES

PROGRAM CHANGES

None.

OTHER CHANGES

Per GASB 34, departmental reimbursements for the EHAP program, EAP, and the Center for Employee Health and Wellness are accounted for as reimbursements rather than revenue.

IV. VACANT POSITION IMPACT

The department has a total of 13.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	11.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>2.0</u>	Retain
Total Vacant	13.0	

Vacant Position Restoration Request:

The department has submitted three policy items for the restoration of 5.0 vacant budgeted positions that are slated for deletion. The County Administrative Office is recommending Policy Item # 3 for restoration of a Clerk II position since this position is needed based on the deletion of two part-time public service employee positions who provided this service.

CAO Rec	Item	Program	Budgeted Staff	Program Description
	1	Equal Employment Opportunity (EEO)	1.0 \$114,751 Local Cost	This Human Resources Officer II position provides administration of the county's EEO and Americans with Disabilities Act programs.
	2	Employee Relations	3.0 \$257,119 Local Cost \$102,740 Revenue Supported \$154,379	These Human Resources Officer positions are responsible for labor negotiations and the administration of discipline, grievances, the various Memoranda of Understanding (MOU), the Personnel Rules, and applicable policies and procedures.
x	3	Commission on the Status of Women Suggestion Awards Program	1.0 \$32,002 Local Cost	A Clerk II position assists the Commission on the Status of Women and Suggestion Awards Program. The Commission on the Status of Women serves to advance the causes of all women and works to identify and eliminate inequities that affect their lives. The Suggestion Awards Program encourages employee participation in improving the efficiency and effectiveness of County operations.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Administrative/Executive
DEPARTMENT: Human Resources
FUND: General AAA HRD

FUNCTION: General
ACTIVITY: Personnel

HUMAN RESOURCES

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	7,172,819	7,728,774	470,803	-	8,199,577
Services and Supplies	2,356,469	3,844,467	(209,192)	-	3,635,275
Central Computer	129,054	129,054	(22,898)	-	106,156
Equipment	20,000	20,000	(20,000)		
Transfers	144,870	144,870	-	-	144,870
Total Exp Authority	9,823,212	11,867,165	218,713	-	12,085,878
Reimbursements	(1,996,000)	(2,409,635)	(35,900)	-	(2,445,535)
Total Appropriation	7,827,212	9,457,530	182,813	-	9,640,343
<u>Revenue</u>					
Current Services	401,032	399,000	-	-	399,000
Other Revenue	<u>2,498,348</u>	<u>3,884,077</u>	<u>-</u>	<u>-</u>	<u>3,884,077</u>
Total Revenue	2,899,380	4,283,077	-	-	4,283,077
Local Cost	4,927,832	5,174,453	182,813	-	5,357,266
Budgeted Staffing		129.8	(3.3)	-	126.5

GROUP: Administrative/Executive
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HUMAN RESOURCES

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G	H	I	J	K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget (Adjusted)	Restoration	Budget
Appropriation							
Salaries and Benefits	8,199,577	104,680	8,304,257	(768,377)	7,535,880	32,002	7,567,882
Services and Supplies	3,635,275	128,266	3,763,541	-	3,763,541	-	3,763,541
Central Computer	106,156	-	106,156	-	106,156	-	106,156
Equipment	-	20,000	20,000	-	20,000	-	20,000
Transfers	144,870	47,816	192,686	-	192,686	-	192,686
Total Exp Authority	12,085,878	300,762	12,386,640	(768,377)	11,618,263	32,002	11,650,265
Reimbursements	(2,445,535)	(1,480,273)	(3,925,808)	-	(3,925,808)	-	(3,925,808)
Total Appropriation	9,640,343	(1,179,511)	8,460,832	(768,377)	7,692,455	32,002	7,724,457
Revenue							
Current Services	399,000	35,500	434,500	-	434,500	-	434,500
Other Revenue	3,884,077	(1,215,011)	2,669,066	(299,288)	2,369,778	-	2,369,778
Total Revenue	4,283,077	(1,179,511)	3,103,566	(299,288)	2,804,278	-	2,804,278
Local Cost	5,357,266	-	5,357,266	(469,089)	4,888,177	32,002	4,920,179
Budgeted Staffing	126.5	(1.0)	125.5	(11.0)	114.5	1.0	115.5

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HUMAN RESOURCES

Base Year Adjustments

Salaries and Benefits	204,619	MOU.
	369,749	Retirement.
	10,235	Risk Management Workers' Compensation.
	(113,800)	30% Cost Reduction Plan (Delete 2.0 Public Service Employee, 0.3 Staff Analyst II, 1.0 Personnel Technician).
	<u>470,803</u>	
Services and Supplies	(186,978)	4% Spend Down Plan.
	50,000	Tuition fund for Specialized Peace Officers - approved by the Board on Sept. 10, 2002.
	14,302	Risk Management Liabilities.
	(816)	Incremental change in EHAP.
	(85,700)	30% Cost Reduction Plan.
	<u>(209,192)</u>	
Central Computer	<u>(22,898)</u>	
Equipment	<u>(20,000)</u>	
Reimbursements	<u>(35,900)</u>	30% Cost Reduction Plan.
Total Base Year Appropriation	<u>182,813</u>	
Total Base Year Revenue	<u>-</u>	
Total Base Year Local Cost	<u>182,813</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	(80,506)	Delete 1.0 Nurse Practitioner II.
	185,186	Step increases for various positions.
	<u>104,680</u>	
Services and Supplies	(23,319)	GASB 34 accounting change (EHAP).
	151,585	Adjustments for expected cost increases.
	<u>128,266</u>	
Equipment	<u>20,000</u>	Digital identification card machine.
Transfers	24,497	Increase for County Counsel charges.
	23,319	GASB 34 accounting change (EHAP).
	<u>47,816</u>	
Total Expenditure Authority	<u>300,762</u>	
Reimbursements	(1,480,273)	GASB 34 accounting change (EHAP, CEHW, and EAP).
Total Appropriation	<u>(1,179,511)</u>	
Current Services	35,500	Increased revenue for positions funded by various county departments.
Other Revenue	(1,215,011)	GASB 34 accounting change (EHAP, CEHW, and EAP).
Total Revenue	<u>(1,179,511)</u>	
Local Cost	<u>-</u>	

HUMAN RESOURCES

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	13	11.0	768,377	299,288	469,089
Vacant Budgeted In Recruitment - Retain	2	2.0	127,960	91,809	36,151
Total Vacant	15	13.0	896,337	391,097	505,240
Recommended Restoration of Vacant Deleted	1	1.0	32,002	-	32,002

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
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Note: If position is seasonal indicate next to Classification (Seasonal - May through August)

Vacant Budgeted Not In Recruitment

Human Resources Officer II	4223	(1.0)	(114,751)	-	(114,751)
Clerk II	5017	(1.0)	(32,002)	-	(32,002)
Human Resources Officer II	15970	(1.0)	(59,997)	(59,997)	-
Human Resources Officer II	LY300319	(0.5)	(47,191)	(47,191)	-
Human Resources Officer II	LY300376	(0.5)	(47,191)	(47,191)	-
Human Resources Officer III	LY300377	(0.5)	(51,370)	-	(51,370)
Human Resources Officer I	LY300599	(0.5)	(51,370)	-	(51,370)
Human Resources Analyst II	3971	(1.0)	(69,411)	-	(69,411)
Human Resources Analyst I	73806	(1.0)	(75,498)	(75,498)	-
Human Resources Analyst I	73807	(1.0)	(69,411)	(69,411)	-
Human Resources Analyst II	76428	(1.0)	(80,529)	-	(80,529)
Employee Benefits Rep.	LY300379	(1.0)	(37,654)	-	(37,654)
Subtotal Recommended - Delete		(10.0)	(736,375)	(299,288)	(437,087)
Clerk II	90564	(1.0)	(32,002)	-	(32,002)
Subtotal Recommended - Retain		(1.0)	(32,002)	-	(32,002)
Total Slated for Deletion		(11.0)	(768,377)	(299,288)	(469,089)

Vacant Budgeted In Recruitment - Retain

Human Resources Officer II	778	1.0	91,809	91,809	-
Fiscal Clerk II	73548	1.0	36,151	-	36,151
Total in Recruitment Retain		2.0	127,960	91,809	36,151

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.